

## How to Create a Payment Method (Token) for an Organization

1. Firm Administrator logs in to [TurboCourt](#) > **Select Payment Methods** from the User Menu

**TURBOCOURT**  
Relax. We're in Your Court.

**User Menu**

- Start new filing
- Select jurisdiction
- Messages (12)
- Recent eFilings
- My forms
- My profile
- My organization
- Financial
- Payment methods**
- Check service status
- Address book
- My help requests

**Your Last 5 Filings**

Form Set #	Case #	Submission Name
<a href="#">87406</a>	<a href="#">S8015CV202100553</a>	ELISABETH PLAINTIFF PLA
<a href="#">87405</a>	<a href="#">S8015CV202100553</a>	ELISABETH PLAINTIFF PLA
<a href="#">87403</a>	<a href="#">S8015CV202100553</a>	ELISABETH PLAINTIFF PLA
<a href="#">87401</a>	<a href="#">S8015CV202100553</a>	ELISABETH PLAINTIFF PLA
<a href="#">87397</a>		Elisabeth Plaintiff vs. Elisabeth

\* Click on a Form Set # to view your paperwork

**Available in**

**Superior Court**  
**General Civil**  
Initiate a case or file into an existing case in the Superior Court.

2. Select **Click here** to register a new credit card or bank account > Page redirects to nCourt

**Saved Payment Methods**

**User Menu**

- Start new filing
- Select jurisdiction
- Messages (12)
- Recent eFilings
- My forms
- My profile
- My organization

**Nickname**

**Status**

[Click here](#) to register a new credit card or bank account for Arizona court filings.

**NOTE:** In some counties, the organization's administrator cannot assign multiple automatic payment accounts. In these counties, each TurboCourt user within an organization must separately (same credit card or bank account is acceptable) in order to e-File.

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By
<a href="#">Visa Expires 12/2030</a>	Active	1111	12/2030	Elisabeth Attorney

### 3. Enter Payment Information and Billing Information > Select Submit Information

**Note:** Card/Account Description is the Payment Account Nickname for the payment method



The screenshot shows the 'Register Card' form on the AZTurboCourt website. The form is divided into two main sections: 'Payment Information' and 'Billing Information'. The 'Payment Information' section includes fields for Card Type (MasterCard), Card Number, CVV Code, Expiration (11/2025), and Card Description. The 'Billing Information' section includes a checkbox for international address, Organization Name, First Name, Last Name, Street, City, State (dropdown), and Zip / Postal Code. At the bottom, there are 'Back' and 'Submit Information' buttons. A red box highlights the 'Submit Information' button, and a hand cursor is shown clicking it.

### 4. The newly created token displays within the list of Saved Payment Methods

Saved Payment Methods

User Menu

Start new filing

Select jurisdiction

Messages (12)

Recent eFilings

My forms

My profile

My organization

Financial

Payment methods

Nickname

Status

Click here

 to register a new credit card or bank account for Arizona court filings.

NOTE:

 In some counties, the organization's administrator cannot assign multiple auto payment accounts. In these counties, each TurboCourt user within an organization must separately (same credit card or bank account is acceptable) in order to e-File.

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By
<div><div>Business Visa</div><div>Visa Expires 12/2030</div></div>	Active	0247	12/2036	Elisabeth Attorney
	Active	1111	12/2030	Elisabeth Attorney

5. Additional members of the organization may be authorized to use the new payment token > **Select Add/Remove User(s)** associated with the payment method to be authorized

**Saved Payment Methods**

User Menu: [Start new filing](#), [Select jurisdiction](#), [Messages \(12\)](#), [Recent eFilings](#), [My forms](#), [My profile](#), [My organization](#), [Financial](#), [Payment methods](#)

Nickname:  Status: Active

[Click here](#) to register a new credit card or bank account for Arizona court filings.

**NOTE:** In some counties, the organization's administrator cannot assign multiple authorized users to one nicknamed payment account. In these counties, each TurboCourt user within an organization must enter payment method information separately (same credit card or bank account is acceptable) in order to e-File.

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By	Authorized User(s)
<a href="#">Business Visa</a>	Active	0247	12/2036	Elisabeth Attorney	1 user(s) <a href="#">Add/Remove User(s)</a>
<a href="#">Visa Expires 12/2030</a>	Active	1111	12/2030	Elisabeth Attorney	1 user(s) <a href="#">Add/Remove User(s)</a>

6. A list of currently authorized users displays > **Select Assign Authorized User(s)**

**Payment Account Authorized Users**

User Menu: [Start new filing](#), [Select jurisdiction](#), [Messages \(12\)](#), [Recent eFilings](#), [My forms](#), [My profile](#)

Payment Account Nickname: Business Visa  
Status: Active

[Assign Authorized User\(s\)](#)

User Name	Status	Access Level	Authorized By	Date
Elisabeth Attorney	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Elisabeth Attorney	09/14/2021 12:03 PM PDT

[Go to Saved Payment Methods](#)

7. A list of the organization's users displays > **Select the box next to the User Name(s)** to be authorized > **Select Assigned Selected**

**Assign Payment Account Authorized Users**

User Menu: [Start new filing](#), [Select jurisdiction](#), [Messages](#), [Recent eFilings](#), [My forms](#), [My profile](#), [My organization](#)

Payment Account Nickname: Business Visa  
Created By: Elisabeth Attorney  
Last Name:

User Name	Access Level
<input checked="" type="checkbox"/> Elisabeth Law Clerk	User

[Check All](#) [Clear All](#)

[Assign Selected](#)

8. *User Name Appears in the List of Authorized Users*

Payment Account Authorized Users

User Menu

● Start new filing

○ Select jurisdiction

○ Messages

○ Recent eFilings

○ My forms

○ My profile

○ My organization

Payment Account Nickname

Status

Business Visa

Active

Assign Authorized User(s)

User Name	Status	Access Level	Authorized By	Date	
Elisabeth Attorney	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Elisabeth Attorney	09/16/2021 10:38 AM PDT	✗
Elisabeth Law Clerk	Active	User	Elisabeth Attorney	09/16/2021 12:27 PM PDT	✗